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**PROGRAM POLICY BULLETIN # 09-02**

**DATE:** June 24, 2009

**TO:** NJ Community Action Agency (CAA) Executive Directors

**AFFECTED PROGRAMS:** The Six Public Community Action Grantees

**SUPERSEDES:** Policy Bulletin #04-1, #08-02

**SUBJECT:** **Public Agencies Tripartite Boards Requirements**

**POLICY SUMMARY:** Public agencies must fulfill one of the three following criteria to meet the Tripartite Board requirement:

- A tripartite compliant advisory board as defined by Title 11 Section 676B.
- Require all their sub-grantees that administer the CSBG Program to have a tripartite compliant board as described in the CSBG Authorization Act.
- Utilization of Human Service Advisory Councils as their tripartite board only when the following 3 conditions are met.
  1. No fewer than one-third of the members shall be representatives of the low income individuals or families, must reside in the neighborhood represented and be democratically selected which means elected..
  2. Those same consumer members are democratically selected by either:
    - a. Elected to serve on the Council
    - b. Elected to serve on a neighborhood board and that board appoints an elected representative to serve on the Council.
  3. The low income consumer “fully participates in planning, implementation and evaluation of the CSBG program.”



4. One third of the board members shall be elected public officials, holding office on the date of selection OR their representatives OR appointed, by the elected public officials.

Whenever the tripartite board compliance requirement is not met the agency shall fill the vacant position within 90 days from when the seat was vacated.

## **DISCUSSION:**

The legal requirements of the Community Services Block Grant Program reauthorization act in section 676B (b) Tripartite Boards states

- “ in order for a public organization to be considered to be an eligible entity for the purpose of selection, the entity shall administer the community services block grant program through (1) a tripartite board, which shall have members selected by the organization and shall be composed so as to assure that not fewer than 1/3 of the members are persons chosen in accordance with democratic selection procedures adequate to ensure that those members ...”
- It states in paragraph (2) the Board must “fully participates in the development, planning, implementation, and evaluation of the program to serve low – income communities.”
- It allows “another mechanism specified by the State to assure decision-making and participation by low-income individuals in the development, planning, implementation, and evaluation of the program funded under this subtitle.”

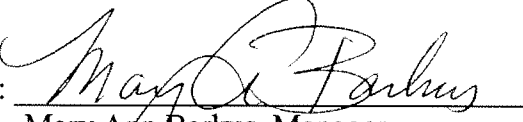
Human Services Advisory Council (HSAC) organizational structure has State mandated functions that includes review & comment on Department’s proposals; preparation of allocation, reduction, or reallocation plans; review or monitoring existing contracts & their relevance to county services priorities; review of relevant plans from other funding sources which impact on the target population; coordination, consolidation and integration of the local human services delivery systems; and the development & implementation of a county human services plan which recommends services & funding priorities.

HSAC also conduct performance review of existing subcontracted services to determine provider compliance in terms of level of service attained, expenditures realized, county monitoring visit reports, agency corrective action report if applicable as well as mid-year ethnic/racial and municipal snapshot of those who received services for the report period.

The HSAC members are not elected and they only require 25% low income representation. The membership requirement can be waived.

At a minimum the Tripartite Board must consist of 1/3 low income consumer that are elected & they must fully participate in planning, implementation & evaluation of the CSBG program.

Please contact your NJDCA/DCR Regional Representative should you have any questions regarding this issue.

SIGNED:   
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CSBG Related State Staff